



MID-WISCONSIN FEDERATED LIBRARY SYSTEM

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MWFLS System Board Meeting

Tuesday, August 25, 2015

Mid-Wisconsin Federated Library System, 112 Clinton St., Horicon, WI 53032

Present: Jane Colwin, Geri Feucht, Doug Rakowski, Polly Edgar, Dwayne Morris, Sue Smith, Dan Stoffel, Richard Greshay, Mark Hanson, Gary Morgenstern

Excused: Ruth Schmitt, Jill Nadeau

Absent:

MWFLS Staff: Sue Cantrell, Patrick Busch

Library Appointee: Candy Graulich

Guest: Jennifer Einwalter, Alex Harvancik, Roberta Olson

1. **Called to Order:** Meeting was called to order by Jane Colwin, President, at 6:02 p.m. The meeting was posted in accordance with open meetings law.
2. **Approval of Agenda:** Agenda edited due to closed session. All in favor.
3. **Approval of Previous Minutes:** It was moved by Stoffel and seconded by Rakowski to approve the April 28, 2015 minutes as presented. Motion carried by voice vote.
4. **Financial Reports:** It was moved by Smith and seconded by Morris to approve payment of the April 2015 computer checks in the amount of \$159,351.73, manual checks in the amount of \$10,711.24, and director requested reimbursement for \$93.15, for a total of \$170,156.12. Motion carried by roll call vote.
5. **Directors Report:** Cantrell informed the board that since Jackie has left the office will be short staffed and staff availability will be more limited. Please call ahead for a visit. Jefferson County go live Dec 8th.
6. **Director's Council/trio Report:** Graulich informed the board that the SAAS payment will be coming from maintenance now instead of the trio replacement fund. Also, thank you MWFLS for hiring a consultant to explore future mergers.
7. **Technology Report:** Busch informed the board he has closed 300 help desk tickets since Dustin left. Preparing to stop holds this Saturday, August 29th between Jefferson, Randolph and MWFLS. Preparing for a separation of the services we provide to Jefferson County & Randolph: Deep Freeze, Cybrarian, and Websites. Busch is working with SirsiDynix and Auto Graphics on getting NCIP to work.

8. **Strategic Planning Committee:** Hanson mentioned that the committee had provided good feedback and a letter to the Dodge and Washington County library service boards came out of it.
9. **Personnel Committee:** Was a closed session meeting prior to the 8/25/2015 Board Meeting.
10. **Strategic Plan Update:** Cantrell mentioned that a strategic plan is not needed at this time as the goal of the system is to explore possible merger options during 2016. Also, for the Board to work in 2016 with an Interim Director to manage their day to day activities.
11. **Overdrive Periodicals for 2016:** Cantrell informed the board that this will be a test in 2016 to check for popularity of the resource. There will be around 100 periodicals available. Some of it will start later this year.
12. **trio Bylaws amendment:** Smith motioned and Morris seconded the trio Bylaws Amendment to Appendix B, trio Replacement Fund. Motion carries by voice vote.
13. **Approval of Resource Library contract:** Stoffel moved and Rakowski seconded the motion to continue to use the West Bend library as the resource library, and authorize the chair to sign the contract. Roll call carries, all in favor.
14. **Hiring a business manager discussion:** Rakowski motioned and Hanson seconded to convene into closed session for discussion. Roll call carries, all in favor. Hanson motioned Feucht seconded to reconvene into open session. Roll call carries, all in favor
15. **Contracting with Jackie Jacak for 2016 Annual Plan and Possible Payroll:** Smith motioned and Rakowski seconded to contract with Jackie Jacak after September 20, 2015 to do the financial side of the 2016 Annual Plan. Stoffel moves to amend the motion to include the hourly rate of \$23 per hour, Smith seconded. Voice vote to amend the motion, vote carries, all in favor. Roll call carries, all in favor.
16. **Hiring Business Manager:** Hanson motions and Morris seconds to move that MWFLS contract with Winnefox Library System to do the MWFLS bookkeeping. Roll call vote carries, all in favor. Stoffel moves that Cantrell contact Winnefox to get a written contract to be presented at the next board meeting, Morris seconded. All in favor.
17. **Contract with WiLS to coordinate and facilitate a System merger:** Hanson motions, Greshay seconded. Roll call vote, all in favor.
18. **Next Meeting Date:** The next meeting will be Tuesday, September 29, 2015, tentatively at the resource library in West Bend.
19. **Adjourn:** It was moved by Smith and seconded by Morgenstern to adjourn the meeting at 7:45 p.m.

Respectfully Submitted,

Patrick Busch